



# SECTION C – PROMOTION AND TRANSFER

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#### **Policy - Section C - Promotion and Transfer**

### **I. Policy**

The Laboratory encourages employees to discuss their career objectives and opportunities for promotion and/or transfer with their immediate supervisors and department heads/division leaders. Employees also are encouraged to seek career counseling from the Human Resources staff.

Employees may inquire into and gather information on other jobs within the Laboratory without notifying their current department head/division leader of their interest in transferring to another job.

Information from performance evaluations, copies of written warnings and corrective actions, copies of medical restrictions in effect at the time of the request, a job classification and/or salary history summary, and/or education and training records may be provided to a prospective hiring department head/division leader when such information is pertinent to the position applied for. The information may be provided by the employee's department/division or the Personnel Operations Division.



No other information from Laboratory personnel records will be provided without the employee's written consent. An employee may provide any personal information to a prospective hiring department/division that he/she may wish.

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## Policy - Section C - Promotion and Transfer

### II. Responsibilities [\(See Procedure C.II.\)](#)

#### II.1. Employee

Employees are expected to initiate discussions about their career interests and goals with their immediate supervisors, department head/division leader, or the Human Resources Manager.

#### II.2. Department Head/Division Leader

Department head/division leaders are expected to

- Encourage on-the-job development of their employees.
- Assist employees in their career planning.
- Identify employees qualified for promotion, or those who would benefit from a transfer.
- Post the Employment Opportunities bulletin.

#### II.3. Human Resources Manager

The Human Resources Manager is expected to

- Discuss with employees their interest in a promotion or transfer.
- Arrange for employees, when qualified, to be considered for vacancies.
- Arrange for the transfer of employees.
- Review transfers for compliance with selection policies.
- Discuss with employees their interest in career development.
- Advise employees of the education and training programs available through the Laboratory.

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## Policy - Section C - Promotion and Transfer

### III. Announcement of Promotion and Transfer Opportunities

The Human Resources Manager will distribute an Employment Opportunities bulletin widely throughout the Laboratory so that employees may learn of current vacancies.



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## Policy - Section C - Promotion and Transfer

### IV. Time Off for Interviews

A department head/division leader will grant employees reasonable time off with pay for career development discussions with the Human Resources Manager, as well as for job interviews at the Laboratory.

Reasonable time off with pay for job interviews at other University of California locations will be granted also.

Time spent in travel to and from other University of California locations will be charged to leave without pay or to vacation time, unless otherwise specifically approved by the Human Resources Manager.

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## Policy - Section C - Promotion and Transfer

### V. Release of Employee to Accept Transfer

The releasing department head/division leader is to release an employee selected for transfer as soon as is practical, but no later than thirty calendar days following acceptance of the offer by an employee. The Human Resources Manager may approve an extension of the thirty-calendar-day time period under unusual circumstances and following consultation with the accepting and releasing department heads/division leaders.

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## Policy - Section C - Promotion and Transfer

### VI. Reviews Prior to Transfer

Reviews by the Health Services Department and the Safeguards and Security Department may be necessary prior to the transfer of an employee. Such reviews will be made when it is necessary to determine that the employee meets the physical and/or security requirements of the position.

Refer to the [ES&H Manual, Document 10.1, Occupational Medical Program, Section 2.2](#), Change in Job Demands.

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## Procedure - Section C - Promotion and Transfer

### II. Transfer—Procedure

Arrangements for employee transfer include the following:

- a. An employee applies for a posted vacancy by completing an Employee Resume Form and submitting the form to the Personnel Operations Division.
- b. An Employment Representative reviews the employee applicant's qualifications for the vacancy and refers qualified employee applicants, along with all other qualified applicants, to the department head/division leader for consideration.
- c. When the department head/division leader determines that the employee applicant appears to be able to perform the job duties successfully and is interested in interviewing the applicant, an interview will be arranged.
- d. If the employee applicant is selected to fill the vacancy, the Employment Representative will first inform the employee, and then the employee's department head/division leader, prior to making an official offer to the employee.
- e. The accepting department head/division leader (or Employment Representative) will request the employee's current department head/division leader to initiate a transfer [Personnel Action Form \(PAF\)](#). The accepting and releasing departments/divisions will jointly establish an effective date for the transfer within the following guidelines:
  - i. Normally, the effective date will be the first day of a biweekly or monthly pay period.
  - ii. Normally, the effective date will be within thirty calendar days of the acceptance of the offer by the employee.
  - iii. Normally, the PAF, signed by both the accepting and releasing department heads/division leaders, will be sent to the Employment Representative at least five working days prior to the effective date.
  - iv. The PAF will include any reclassification or salary change involved.
- f. The Employment Representative will review the PAF for accuracy and completeness.
- g. The Employment Representative prepares the transfer offer and obtains any required security, medical, salary, or job classification approvals.

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For policy-related questions, contacts are:

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For web-related questions about this page, contact: [Workforce Planning and Analysis, SEDD](#)

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